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SUGGESTION AWARDS PROGRAM

The Suggestion Awards Committee at its December 1957 meeting considered 18 suggestions and voted to adopt 17 of these. Awards totaling 910 dollars, ranging from 10 dollars to 355 dollars, were granted. These 17 suggestions represent tangible savings to the Organization of over 12,495 dollars in the first year of adoption, plus many intangible benefits.

Of these 17 suggestion awards, 7 were from one department. This fact reflects credit on the supervisors in that department who improved the quality of the suggestions by stimulating and helping the employees to present their ideas.

One suggester improvised a more accurate way to measure developer solutions in fifty-gallon drums. He attached to large tanks of developer a scale showing graduations in quarts and gallons. He fastened a metallic cable from a cover, floating on the solution, to a marker, riding in a groove on the scale. As the tank filled or emptied, the floating cover changed position, thus changing the position of the marker to indicate the amount of solution left in the tank.

Another suggestion proposed a convenient way to arrest the rusting of printing equipment by spraying the metal with liquid wax.

A suggestion of limited application proposed that hand trucks be equipped with an automatic warning device in the form of a small tumbling bell attached to the wheels.

Still another suggester recommended a water-saver flexible nozzle with a built-in valve, controlled by a spring, which cuts off immediately when water pressure is on. This device is used for filling photographic and photostat tanks to eliminate the waste and slopping of water.

The Committee voted a cash award to one suggester who devised a more efficient way to set type for a certain Table of Contents by making and using a special one dot em matrix. This doubled the speed, prevented running out

of the style of type now used, and cut down errors and frustration of operators.

A cash award also was voted for a recommendation that when a linotypist sets the boldface subheads for a certain publication, he copy the Table of Contents, which is identical to the required subheads, instead of laboriously searching for subheads. A saving of 48 minutes on each 400-page manuscript was estimated.

Another suggester proposed that a slant-back metal viewing board be installed on each layout table, and at the press inspection tables, to hold original copy for comparison viewing. Each board is to be equipped with sufficient permanent magnets to hold copy to this board in an upright position. This idea will not only prevent damage to copy, some of which is borrowed and very valuable, but also save labor time.

Other thoughtful award-winning suggestions facilitated Organization operations.

One suggester proposed the establishment of a uniform abbreviated system for cables to cover headings, addresses, distributions, and other constant indicators. His award was for 355 dollars, based on tangible savings of 11,000 dollars in the first year of adoption plus other intangible benefits. Book Dispatch No. 414, as amended by Book Dispatch No. 446, described this new technique.

Two officers independently suggested amendments to our transmittal dispatch procedures. One suggested abolishing them in certain instances; another proposed a system of packet dispatches for certain situations. For these suggestions, the Committee voted to award 125 dollars to the first suggester and 175 dollars to the second, based on intangible benefits. The product of these suggestions is Form No. 1236 which is already in effective use.

An award of 15 dollars, based on intangible benefits, was paid for a training device which has been adopted in a modified form. This device makes related maps and charts visible when color slides are being shown in darkened rooms.

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Support Bulletin File File Equipment
Jun - Feb 1958

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MANAGEMENT TOOLS

RECORDS MANAGEMENT AND OUR SPACE PROBLEM

Do you have a space problem? More than likely you do if your office is as overcrowded as some.

Have you ever thought, however, that perhaps you have a records problem instead? Here's an Organization office where this was the case.



Thirty-one cabinets were poorly arranged because their weight had to be distributed along main floor beams. The aisle was narrow and there was little work space for persons using the files.

But see what was made possible by eliminating the need for just 5 cabinets.



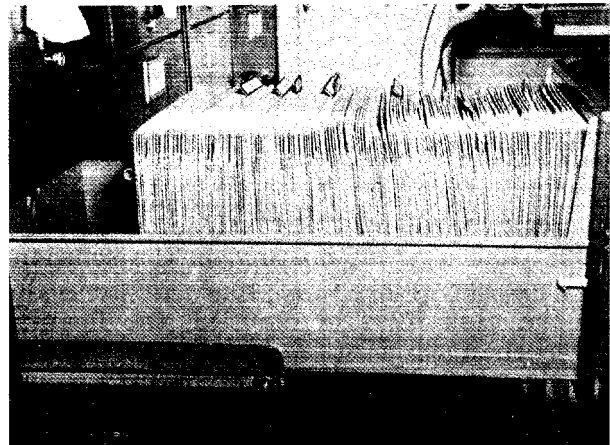
The remaining 26 cabinets were realigned along the walls for quicker reference. A wider aisle increased efficiency. Work space and tables were provided for researchers.

You too can gain more space, perhaps relieve a floor loading problem, or simply keep your present volume of records in bounds.

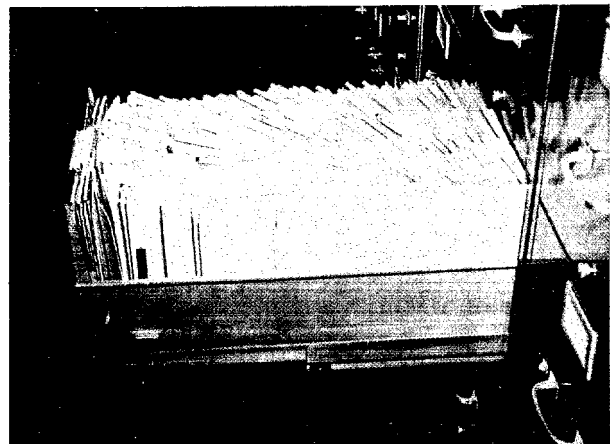
Here are several ways to do this.

USE THE RIGHT TYPES OF FILE FOLDERS AND GUIDES. IF YOU WANT YOUR FILES TO LOOK LIKE . . .

THIS . . .



RATHER THAN THIS.



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It's a fact! You can gain up to 30 percent more filing space by following these tips:

- Use heavy-duty pressboard folders only if lighter weight kraft ones would have to be replaced during the active life of the files. A heavy-duty folder requires over three times as much space as a kraft folder and costs 23 cents more.
- Use file fasteners mainly for case or project files. Use loose filing whenever you can. It requires less space and up to 50 percent less time.

Fasteners and heavy-duty folders eat up filing space. The chart below shows what can happen in a typical file.

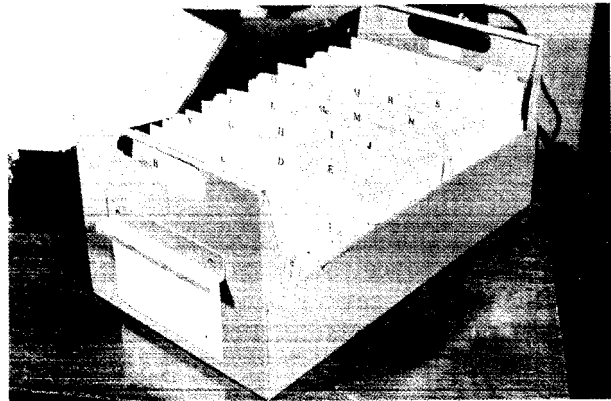
WHAT HAPPENS WHEN YOU USE
FASTENERS AND HEAVY-DUTY
PRESSBOARD FOLDERS

(Assuming each folder
holds about $\frac{1}{3}$ " of material)

	NO. OF DRAWERS REQUIRED
300 lighter weight folders, no fasteners	4
300 lighter weight folders, one fastener	4 $\frac{1}{3}$
300 pressboard folders, no fasteners	4 $\frac{3}{4}$
300 pressboard folders, one fastener	5 $\frac{9}{10}$
300 pressboard folders, two fasteners	7

USE THE RIGHT TYPES OF CARD-FILING
EQUIPMENT

For instance, a 1,200-card visible-index safe cabinet takes up about six sq. ft. of floor space and costs about 440 dollars. In comparison, the tray shown in the next column holds the same number of cards, can be stored in a file drawer, and costs only about 5 dollars. Building Supply Rooms have these trays for different card sizes.



This comparison does not imply that visible-card files should not be used. On the contrary, visible-filing systems, with their many advantages for posting, signaling, and rapid reference, do have a definite place in today's modern offices. The point is simply this — the need for a visible system should be carefully weighed against the additional costs for equipment and space.

The demand for greater efficiency, and increasing curbs on space, have brought forth many improvements in card-filing equipment. In particular, units are more compact to bring more records within reach of the clerk and to reduce the outlay for space and equipment. One of these units may be the answer to your problem. See your Records Officer or contact the Records Management Staff for advice.

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Future articles in this series will give you more help in relieving today's space problems and will provide standards for better space utilization in the new building.

EMPLOYEE BENEFITS

Next month we will publish a special issue of the Support Bulletin, devoted exclusively to employee benefits, which will cover such things as widows' benefits, retirement, medical and insurance coverage, and welfare funds. This Bulletin will be widely distributed and should be retained for future reference.

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THE MILITARY RESERVE FORCES

All employee reservists in the Organization have now been classified into mobilization categories and this information furnished to the military services. The article "Military Reserve Status Information" in the February 1957 issue of this bulletin describes these categories. Employee reservists may now ascertain their mobilization category from their administrative or personnel officers in the Organization.

This classification program is tied in with current legislation applying to the reserves, particularly the Reserve Forces Act of 1955. This Act requires the Services to maintain a constant screening of the Reserve Forces to eliminate from the Ready Reserve all individuals who are not immediately available for active duty in event of emergency. The Ready Reserve is designed to meet the augmentation requirements of the Military Services in a brush-fire type of emergency or during the early phases of a war or general mobilization. It, therefore, includes all of the organized portion of the Reserve Forces and is to be kept in an advance state of readiness. The Standby Reserve, on the other hand, is essentially a non-organized pool from which the experienced personnel needed for the secondary phases of a war or general mobilization would be obtained through a process of selective service.

The Ready Reserve is liable to be ordered to active duty in case of war or national emergency when proclaimed by the President as well as when declared by the Congress. In the case of an emergency proclaimed by the President, however, Congress has reserved the right to determine the number to be called. The statutory limit of the Ready Reserve is now 2,900,000 including members who are serving on extended active duty with the Regular Forces. Members of the Ready Reserve are expected to attend regularly scheduled drills when possible in addition to annual periods of active duty for training, and are eligible to receive pay for this participation. Reservists who no longer have a statutory obligation to remain in the Ready Reserve are

required by their service to sign an affidavit agreeing to continue as a Ready Reservist for a stated minimum period.

The Standby Reserve is subject to active duty only in time of war or national emergency declared by the Congress, and under the present concept none of its members, even at such times, will be ordered to active duty until the Selective Service System has determined whether the Standby Reservist is more essential to the defense effort in the military service or in his civilian pursuit. In other words, although Standby Reservists remain subject to military control under appropriate conditions, Selective Service determines their availability for military service. Members of the Standby Reserve who perform Reserve training or complete required correspondence courses are entitled to the award of retirement and promotion-point credits just as are members of the Ready Reserve. They will not be paid for such participation, however, nor will they be eligible to receive pay for periods of active duty for training.

Organization reservists overseas who have received a Selective Service Reserve Questionnaire should fill it out as fully as possible, sign it and return through channels to headquarters. When the individual receives notification of his Selective Service System category, he should advise his administrative or personnel officer in order that this information may be included in his Official Personnel Folder.

GIMMICK ATTACHED TO PAY PLAN

The Administration's new Federal employee pay-raise plan includes a gimmick designed to make grade-to-grade promotions more attractive to the Classified employees who win them.

Here's the plan:

All Classified grades except GS-18 have several within-grade pay steps thru which employees advance on a seniority basis. And all except GS-16, 17, and 18 have 3 longevity grades for employees with extra-long service in particular grades.